



Order#

Office of Financial Services

Costco Fax and Pull Purchase Authorization

Account number(s) to be charged:

FUND	ACTIVITY	OBJECT	AMOUNT/% (must equal 100%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signatures as required:

_____ Initiated by	_____ Signature	_____ Date
_____ Budget Officer	_____ Signature	_____ Date
_____ Procurement	_____ Signature	_____ Date

By signing this form, you are confirming that this purchase is in compliance with all University policies.

Complete forms and submit to Procurement.

If food is purchased, a Food Expense Justification (Expense Settlement Form) must also be completed and attached.

Please send original receipt to Accounts Payable at apinvoices@coastal.edu

COSTCO WHOLESALE FAX AND PULL COVER SHEET

To: Duty Manager

Fax: 843-839-6629

Order#

Business name _____

Contact person and phone number _____

Date faxed _____

Expected date of pickup _____

This form must accompany all fax and pull orders.

**Costco Wholesale
1021 Oak Forest Lane
Myrtle Beach, SC 29577**

Phone: 843-839-6604 Fax: 843-839-6629



Order #

COSTCO

MYRTLE BEACH – 1021 OAK FOREST LANE, MYRTLE BEACH, SC 29577

Phone: 843-839-6604 Fax: 843-839-6629

Questions concerning this order should be directed to:

Phone

Date/time order will be picked up:

Please understand that Costco is currently not pulling orders. Items must be pulled by purchaser upon arrival at Costco.

Go to Check-out Supervisor area after items are pulled and ask for the Duty Manager who will ensure that your purchases are charged to the University.

Fax and Pull Items:

Qty	Item #	Item Description			
<input type="text"/>	923103	Garden Bunch			
<input type="text"/>	923105	Premium Floral Bouquet			
<input type="text"/>	250435	Yuengling	American Beer	24/12 oz Bottles	
<input type="text"/>	978917	Michelob Ultra	Ultra Lite Beer	18/12 oz Bottles	
<input type="text"/>	145000	La Crema	Chardonnay	Sonoma Coast 750 ml	
<input type="text"/>	896695	J Lohr Seven Oaks	Cabernet Sauvignon	Paso Robles 750 ml	
<input type="text"/>	91443	Simi	Chardonnay	Sonoma County 750 ml	
<input type="text"/>	775639	Folie A Deux	Menage A Trois Red	California 750 ml	
<input type="text"/>	28946	Domaine Chandon	Sparkling Wine	California 750 ml	
<input type="text"/>	58601	Kirkland Signature	All Occasion Napkins	4 Pack 330 Count	
<input type="text"/>	96074	Marathon	Beverage Napkins 1 Ply	10"x10" 2000 Count	
<input type="text"/>	127279	Solo Heavyweight	White Knives	500 Count	
<input type="text"/>	127489	Solo Heavyweight	White Teaspoons	500 Count	
<input type="text"/>	127509	Solo Heavyweight	White Forks	500 Count	
<input type="text"/>	10960	Comet	9 oz Plastic Cup	500 Count	
<input type="text"/>	7581	Classicware	7.5" Party Plates	70 Count	

Additional items:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>